



SD Park User Guide

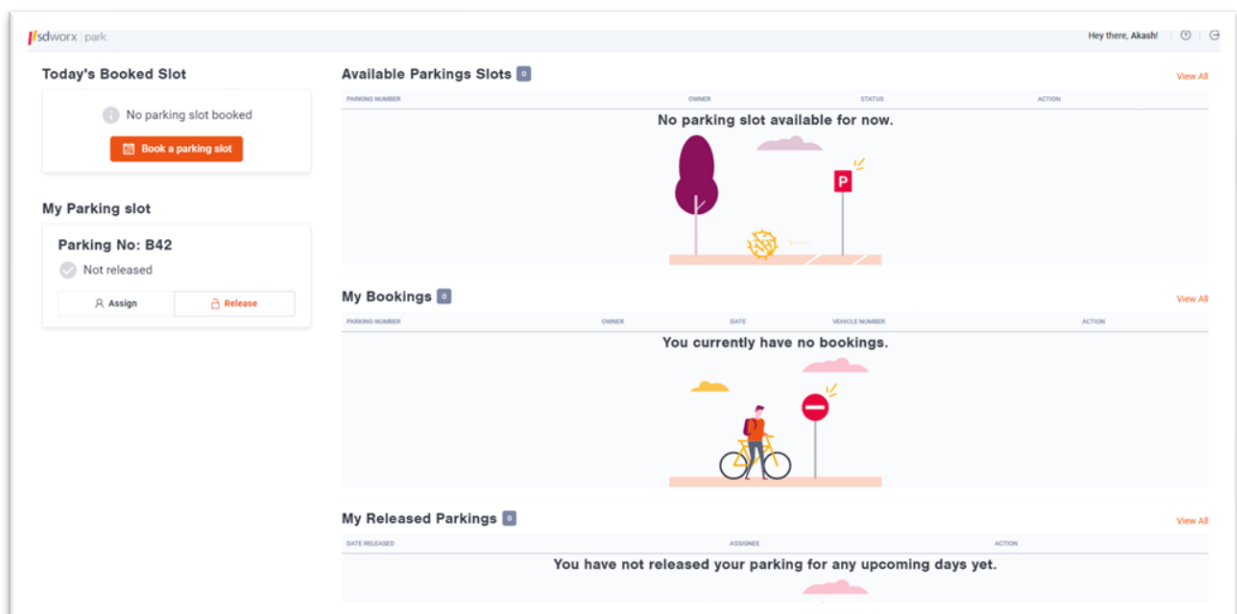
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About SDPark

As an employee of SD Worx, it is difficult to get a parking spot. There are many free spots left, but most of them are owned by someone else. These owners sometimes go on holidays or work from home and their parking spot stays empty. SD Park makes it possible for the parking owner to release their parking spot so someone else can temporarily use it. This way everyone can get a parking spot, employees do not have to involve HR or administration with common parking issues anymore, and it creates clarity about which parking spots are available to use.

Dashboard



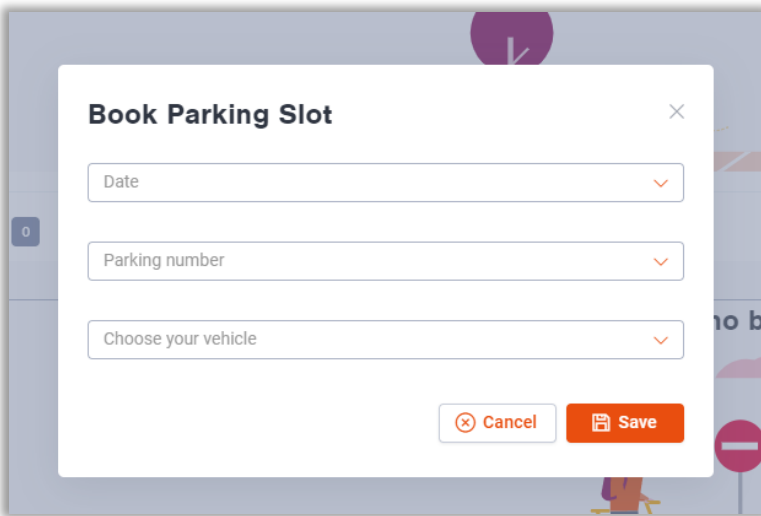
This is the SD Park dashboard, this page will show information about your today's booking (left side), if parking slots are available (top right), and all your bookings (bottom right).

Bookings

This is a fundamental feature of the application, in this chapter everything regarding booking a parking will be explained.

Booking a Parking

To book a parking, click on “**Book a parking slot**” or the plus sign (+) on the dashboard. The following form should pop up:

A screenshot of a web application showing a modal form titled "Book Parking Slot". The form has a close button (X) in the top right corner. It contains three dropdown menus: "Date", "Parking number", and "Choose your vehicle". At the bottom of the form, there are two buttons: "Cancel" (with a red X icon) and "Save" (with a red floppy disk icon). The background of the application is visible behind the modal, showing a parking lot scene with a car and a parking sign.

In this screen, you can choose the **date**, **parking number** and your **vehicle**. These are essential for your booking and for the security guard that needs to verify your booking.

Note: When the dates are greyed out and you cannot book a parking, it means you do not have a vehicle registered yet, for more information and how to resolve this, look at the FAQ.

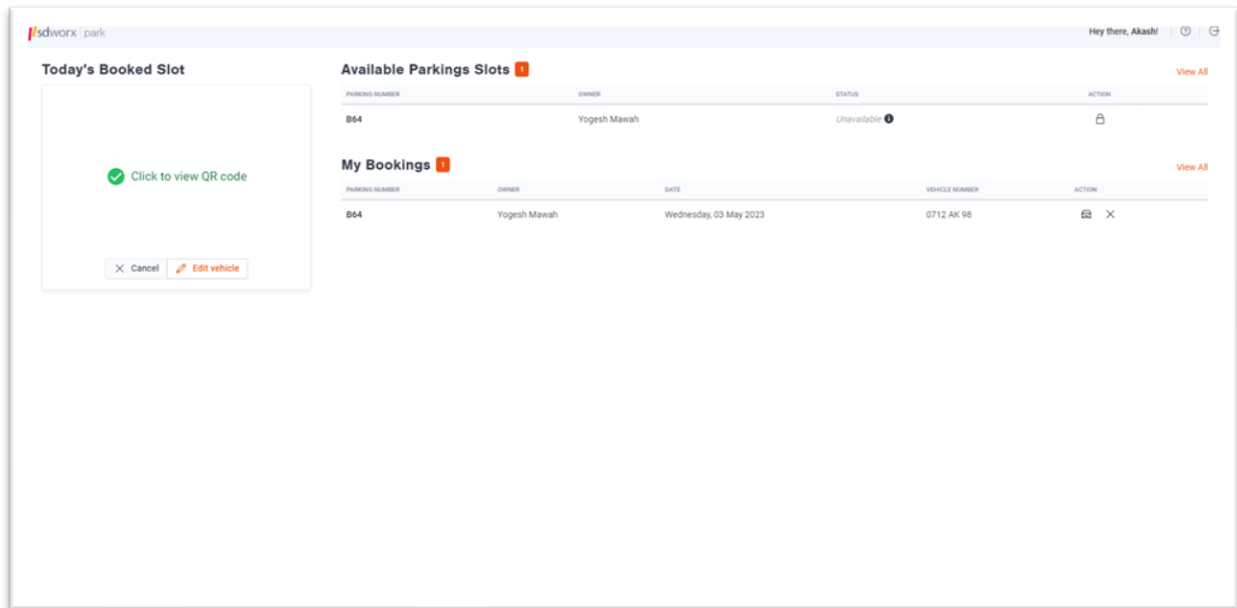
When one or both dates are not selectable (greyed out), it means that either:

- On that date, you already have booked a parking; or
- On that date, the parking is already booked by somebody else.

Once you fill the form and click on the “**Save**” button, the booking will be completed and will be updated in the dashboard. The booking will be now referred to as “**Today's Booked Slot**” in the dashboard.

Today's Booked Slot

Once the parking is booked, the dashboard will now look like this:

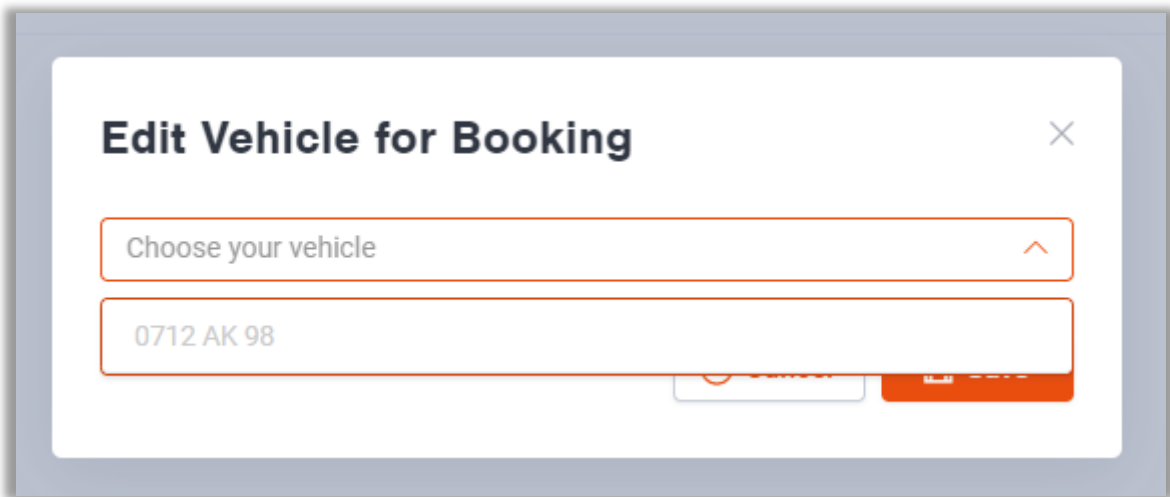


The main change that can be seen is the **QR section** on the left of the dashboard. In the latter, you can click on “**Click to view QR code**” and a QR code containing the details of the booking will be displayed. The QR code will be used by security to **validate your booking**. On the bottom right, you can also see the list of bookings done by you. Furthermore, this section can be used to **edit the vehicle** of a booking or **cancel a booking**.

Editing the Vehicle of a Booking

It is possible to have multiple vehicles (license plates) registered under your name. If you want to specify another vehicle associated with your booking, you can either click on “**Edit vehicle**” on the left side or, the vehicle symbol under “**My Bookings**”.

If you only have one vehicle registered, the option to select a vehicle will be greyed out:

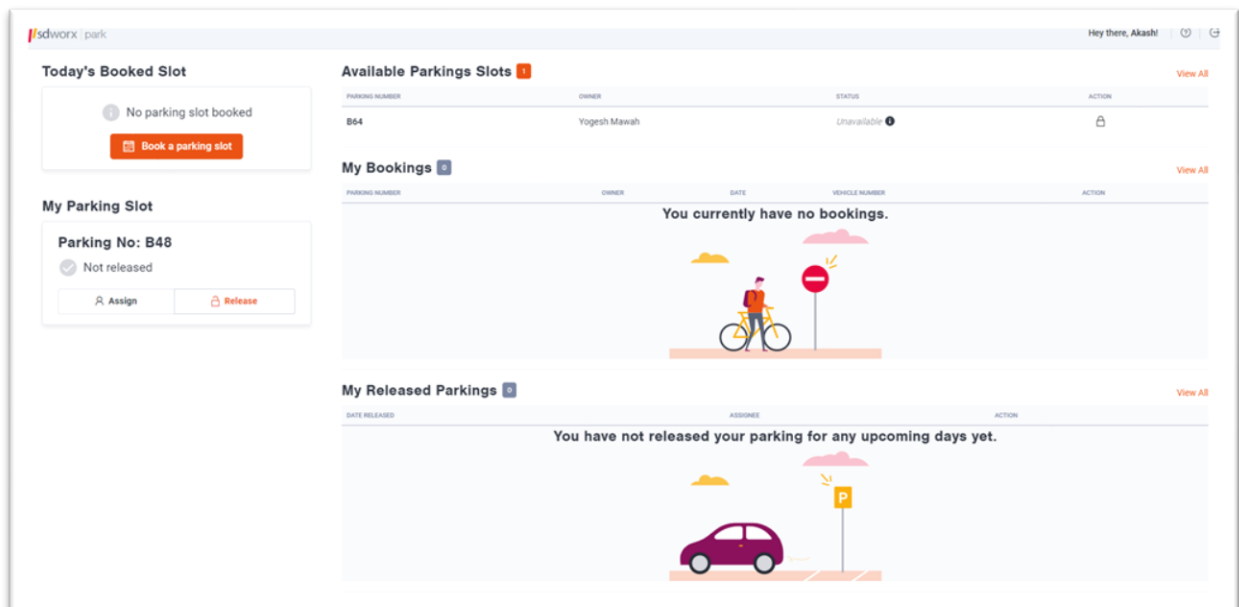
A screenshot of a web application modal titled "Edit Vehicle for Booking". The modal has a close button (X) in the top right corner. Inside, there is a text input field with the placeholder text "Choose your vehicle" and a small upward arrow icon on the right. Below this is a text input field containing the license plate "0712 AK 98". At the bottom right of the modal, there are two buttons: a greyed-out button with a circular arrow icon and a red button with the text "Save".

Cancel a Booking

A booking can be cancelled upon clicking “**Cancel**” under “Today’s Booked Slot” or the cancel symbol (**X**) under “My bookings”. Note that when clicking “**Cancel**” under “Today’s Booked Slot”, it will cancel the booking for **today**.

Owning a Parking Slot

This is for users who own a parking slot. These users can release/assign their parking. When a parking is released, it becomes available for other users to book it. Assigning skips this step, a parking owner can assign their parking to another user for a certain number of days.

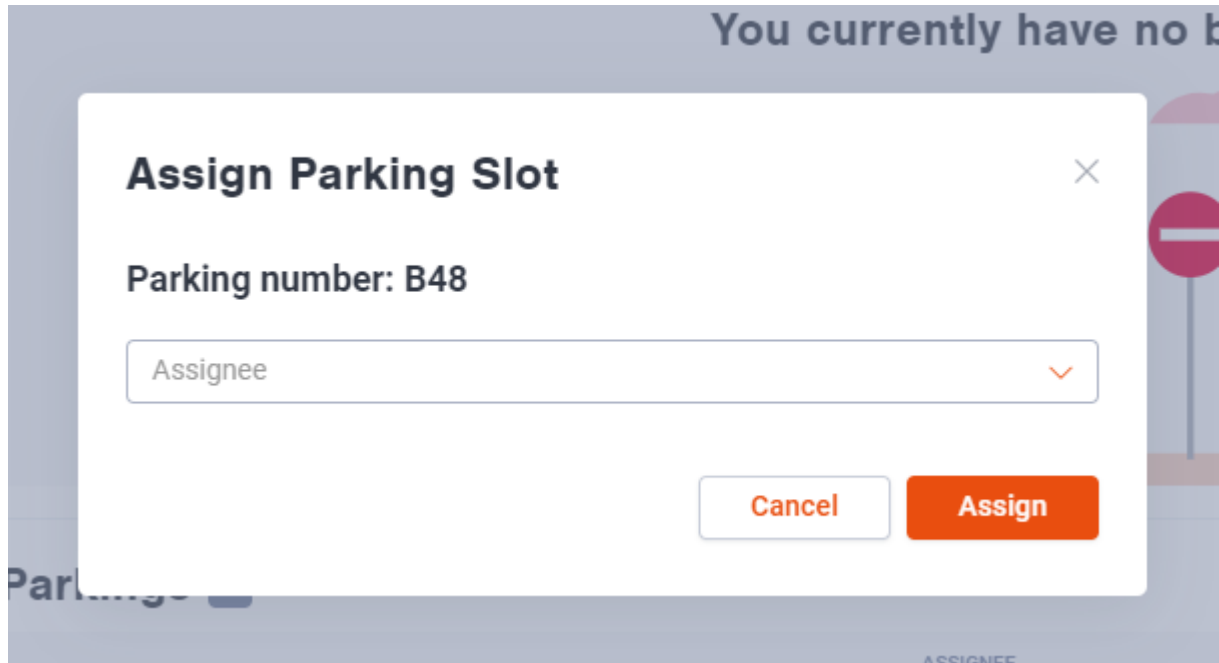


You can see on the left side that a new panel “**My Parking Slot**” appeared; this panel provides information and actions for **your parking slot**. Also, since you cannot book a parking slot when you already own one, a **lock** symbol will be present under “Available Parking Slots”.

Note: You can only book a parking as a parking owner when you **assign** your parking; or when you release your parking, **and** it has been booked.

Assigning your Parking

A parking owner might want to give their parking to someone else for a certain number of days. This is possible by clicking on “Assign” under “My Parking Slot”.

A screenshot of a web application showing a modal dialog box titled "Assign Parking Slot". The dialog box is white with a grey border and a close button (X) in the top right corner. Inside the dialog, the text "Parking number: B48" is displayed. Below this is a dropdown menu with the placeholder text "Assignee" and a small orange downward arrow. At the bottom right of the dialog are two buttons: a white "Cancel" button and an orange "Assign" button. The background of the page is a light blue-grey color with some faint text and a red circular icon on the right side.

You currently have no k

Assign Parking Slot

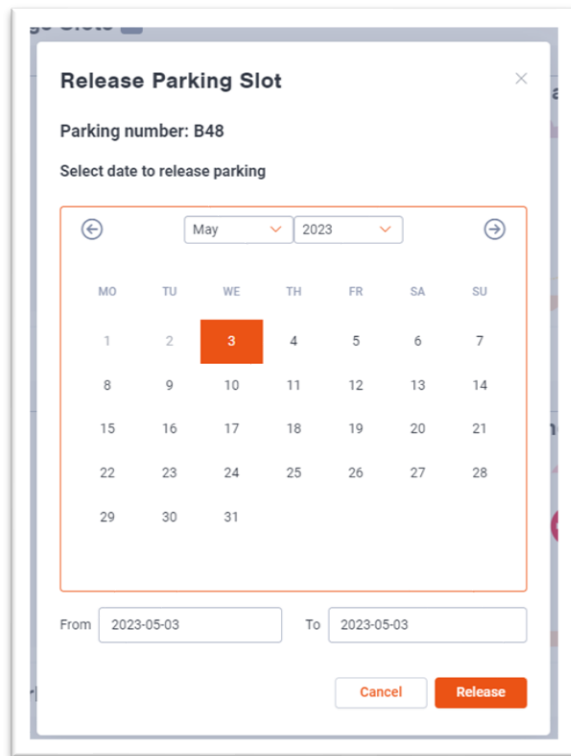
Parking number: B48

Assignee

Cancel Assign

ASSIGNEE

Assigning your Parking to Someone



Release Parking Slot

Parking number: B48

Select date to release parking

May 2023

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

From: 2023-05-03 To: 2023-05-03

Cancel Release

After choosing who you want to assign your parking to, you can select a date, or multiple dates. On these day(s), the parking will be assigned to the user.

Note: Once you assigned a parking slot to a user, you **CANNOT** cancel it if the date of assignment is today. This is to prevent problems for the assigned user. More information can be found in the [FAQ](#).

Note: If a parking owner already assigned a parking to someone before, they cannot be selected (greyed out) in the date picker.

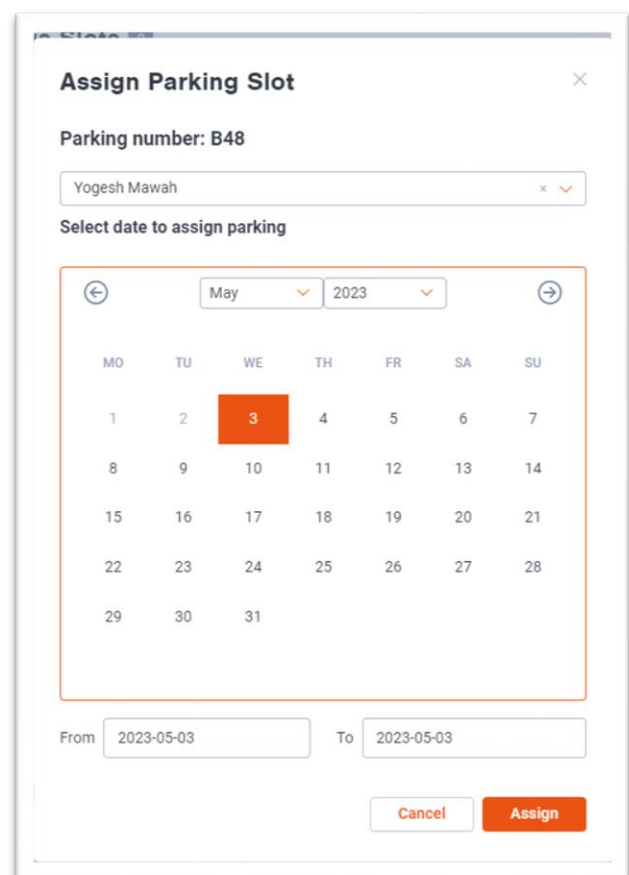
Releasing your Parking

When a parking owner is not coming to office, they can release his parking so other users can book it.

After clicking “**Release**” under “**My Parking Slot**”, a date picker is shown where you can select the date(s) you want to release.

You can **cancel/revoke** a **released** parking if it is not booked. After releasing for a certain day, you can choose to assign the parking for that day under “**My Released Parkings**”.

Note: If a parking owner already released his parking, those dates cannot be selected (greyed out) in the date picker.



Assign Parking Slot

Parking number: B48

Yogesh Mawah

Select date to assign parking

May 2023

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

From: 2023-05-03 To: 2023-05-03

Cancel Assign

Troubleshooting and FAQ

I cannot book a parking; all the dates are greyed out.

This can mean a few things; you **CANNOT** book a parking if:

- You already booked a parking slot for today and tomorrow.
- You are a parking owner (whose parking spot is not assigned).
- You do not have a vehicle registered.

The last one occurs to new users. After you sign-in for the first time, your account does not have a vehicle (license plate) registered. To solve this, you need to **contact an administrator** after your first sign-in to ask if they can register a license plate to your account. After this is done you can book a parking slot.

Administrators contact details:

- Kathleen Binette (kathleen.binette@sdworx.com)
- Prema Gujadhur (prema.gujadhur@sdworx.com)

I accidentally assigned my parking spot to someone for today, why can't I revoke it?

When the date of the assigned parking is today, you **CANNOT** cancel/revoke this. This is to ensure that the assignee has a parking that day. Otherwise, the parking owner can revoke the parking when the assignee is driving to the parking lot and suddenly does not have a parking slot anymore. So, this is why you cannot revoke an assigned parking spot for the current day.

I am getting assigned a parking by a parking owner, how do I know which vehicle (license plate) will be selected?

When a parking owner assigns you a parking spot, it will select your first vehicle. Also, it will appear under "**My Bookings**", from here you can change the vehicle to select the correct vehicle.

Why can I only book a parking spot for today or tomorrow?

These are currently the only 2 options when booking a parking slot. This is limited to prevent users for making unnecessary bookings "just to be sure" while they might not even use it.